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ABSTRACT

Test items for the introduction to psychology and leadership course (see the final reports which summarize the course development project, EM 010 418, EM 010 419, and EM 010 484) which were compiled as part of the project documentation and which are coordinated with the text-workbook on personnel evaluation (EM 010 443 and EM 010 511) are provided in this document. Progress check items with answer sheets, research pretest items, and unused items are included for criterion referenced test items, and cumulative posttest items with content references comprise research norm referenced items. EM 010 420 through EM 010 447 and EM 010 451 through EM 010 512 are related documents. (SH)

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ED 071318

UNITED STATES NAVAL ACADEMY

INTRODUCTION TO PSYCHOLOGY AND LEADERSHIP

TEST ITEM POOL

PART XI

PERSONNEL EVALUATION

EM 010 463

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INTRODUCTION

The test items included in this book have been prepared for use in the course, An Introduction to Psychology and Leadership. They have been compiled as part of the project documentation. Additionally, some instructors may find them of use in preparing their own quizzes and tests. The Table of Contents on the next page indicates the classification of the test items within segments. The Progress Check answers are identified by a title page. The research pretest items are identified by the word PRE in the upper right hand corner of the page. The unused items on which there are no data are identified by their enclosure in the rectangular box. The research norm referenced test items are identified by the acronym CPT in the top right corner of each page.

For those unfamiliar with the differences between criterion referenced items and norm referenced items, the following is briefly offered. Criterion referenced items test learning of specific objectives. Students are expected to perform quite well on these items if they have adequately used the instructional materials. Their relationship to the terminal and enabling objectives are referenced for each. A norm referenced item should display more discrimination power, i.e., they are expected to reflect the distinctions between students who have depth of knowledge as opposed to those who have a superficial knowledge. Since they do more than merely test objectives, they should be used cautiously since it would not be unusual or unfavorable for a large percentage of students to choose incorrectly in answering this type of item.

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With content references.

United States Naval Academy

ED 071318

INTRODUCTION TO PSYCHOLOGY AND LEADERSHIP

PART ELEVEN

PERSONNEL EVALUATION

Segment I

The Role of Evaluation

Progress Check

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WESTINGHOUSE LEARNING CORPORATION

Annapolis, Maryland

1971

THE ROLE OF EVALUATION

PROGRESS CHECK

Question 1.

Select the statement which correctly describes the concept of evaluation.

a. Evaluation is a systematic, unrecorded appraisal of personnel by their supervisors or others who are familiar with their performance.

b. Evaluation is a systematic appraisal of personnel by their supervisor, which is recorded on a form and follows the individual through two changes of assignment.

c. Evaluation is a systematic appraisal of personnel by their supervisors, or others familiar with their work which is recorded on a prescribed form and becomes part of the individual's personnel record.

d. Evaluation is a systematic appraisal of personnel by no fewer than three senior officers who record the appraisal permanently in the unit and individual's file.

Question 2.

Select the statement(s) which describe(s) the importance of evaluations to the Navy.

a. Evaluations are important to the Navy because they provide incentive and recognition that should help retain deserving personnel in the service, while unfavorable evaluations may tend to eliminate the poor performers and encourage the marginal to greater effort. They also provide the basis for future personnel action.

b. Evaluations are important to the Navy because they are its only completely objective system of judging performance.

c. Evaluations are important to the Navy because they eliminate the need to judge an individual on the basis of his performance.

d. All of the above.

Question 3.

From the following examples of performance evaluations below, select the one in which the evaluation is truly indicative of the subordinate's performance.

a. LT Libby evaluated CPO Poch's performance. In his evaluation he stressed Poch's aggressive response to orders, and his strict adherence to detail. So as to maximize his intent, LT Libby mentioned only a few of CPO Poch's errors.

b. LT George evaluated PO Koehler's performance. The other men in the department had received favorable reports and PO Koehler had certainly been no worse. LT George emphasized the important role PO Koehler had performed in administering the routine of the typing pool.

c. LT Moon evaluated CPO Walker's performance. LT Moon recorded all of CPO Walker's exceptional abilities, and his gross errors. LT Moon had not marked anyone else as highly as Walker, but he also omitted mention of some of their shortcomings.

d. None of the above

Question 4.

Select the sequence of terms which correctly identifies the following tendencies in performance evaluations.

1) The tendency to give all subordinates high marks if you are lenient, or to give all subordinates low marks if you are tough

2) The general tendency to rate "high" making it difficult to distinguish among personnel at the top

3) The tendency to allow a single good trait to influence all other marks favorably, or vice versa for a bad trait

a. 1) Halo effect, 2) constant error
3) generosity error

b. 1) Constant error, 2) halo effect
3) generosity error

c. 1) Constant error, 2) generosity error
3) halo effect

d. 1) Halo effect, 2) generosity error
3) constant error

Question 5.

Select the statement which correctly describes an advantage of performance evaluations.

a. Evaluations provide an opportunity for supervisors to meet their subordinates.

b. Evaluations are no substitute for the supervisor's thoroughly reviewing the general comments he may accumulate while working with his subordinates on a day-to-day basis.

c. Evaluation greatly improves group solidarity and morale, because each man feels he is receiving personal attention from management.

d. Evaluations may provide the basis and justification for departing from seniority when considering a subordinate for promotion.

Question 6.

Select the statement which correctly describes the limitations or disadvantages of evaluation.

a. Supervisors often spend too much time involved with evaluations and ignore their other duties.

b. Too often, periodic evaluations become a substitute for the "counseling" necessary between supervisor and subordinate.

c. In the absence of expected standards, evaluations are open to the criticism that they are too objective.

d. Use of over-simplified evaluation forms places a limitation on the effectiveness of the evaluator because many important details concerning the subordinate are normally omitted.

Question 7.

Select the statement which correctly describes the conclusions regarding the alternatives to present evaluation methods.

a. Presently, several satisfactory alternatives to a systematic and uniform method of evaluation exist.

b. Present evaluation methods are too lenient on the men, consequently the system, as it exists, is generally ineffective.

c. The present system is universally considered the ideal system.

d. Assuming management wants to avoid charges of discrimination or arbitrary action, there is no adequate alternative to the existing systematic and uniform method of evaluation.

Question 8.

Select the statement which correctly describes one of the purposes of discussing evaluation reports with personnel.

a. To impress poor or marginal performers with the prospect of punishment if they do not show immediate improvement

b. To provide an opportunity for internal meetings between senior and subordinate

c. To inform subordinates of their performance levels, and to point out how and where they can attempt to improve

d. To give each man a feeling of importance and identity within the group.

Question 9.

LT Hammond is preparing to evaluate EN Holly. EN Holly is an experienced engineman. He has always been aggressive and quite energetic in the performance of his duties. Lately, his performance has dropped to a marginally acceptable level, and upon two occasions his work has even been substandard.

Select the statement which describes how LT Hammond might best structure his discussion.

a. Since EN Holly has shown a definite capability to do the work, LT Hammond should be firm and use a "Tell and Sell" technique and impress EN Holly with the possibility of punishment for continued poor performance.

b. Because EN Holly is an experienced engineman, LT Hammond should use the "Problem-Solving" techniques and attempt to establish mutual objectives.

c. EN Holly is apparently having a temporary morale problem and LT Hammond should structure his discussion to use the "Listen and Tell' technique, and not mention this temporary lapse in performance to EN Holly.

d. LT Hammond should let the discussion develop before he decides which technique to use.

Question 10.

Select the correct sequence of discussion techniques which is described by the following:

1) Is good with insecure personnel

2) Considers subordinate's feelings

3) Establishes a mutual interest between superior and subordinate, using mutually established goals

a. 1) Tell and sell, 2) Tell and listen, 3) Problem-solving

b. 1) Problem-solving, 2) Tell and listen 3) Tell and sell

c. 1) Tell and sell, 2) Problem-solving 3) Tell and listen

d. 1) Tell and listen, 2) Tell and sell, 3) Problem-solving

PROGRESS CHECK ANSWER AND REMEDIATION FORM

PART Eleven SEGMENT I

REMEDIATION TEXT Syndactic Text, VOL-XI

ITEM	ANSWER	REMEDIATION REFERENCE
1	c	Summary 1 Page 1
2	a	Summary 1 Pages 1-2
3	d	Summary 2 Pages 23-24
4	c	Summary 2 Pages 23-24
5	d	Summary 3 Pages 37-38
6	b	Summary 3 Page 38
7	d	Summary 4 Pages 54-55
8	c	Summary 4 Page 53
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PROGRESS CHECK ITEM AND OBJECTIVE MATRIX

MARCH 1971

Part Eleven Segment I

ITEM NO.	T. O.	E. O.
1	1	
2	1	3
3	2	
4	2	3
5	3	
6	3	2
7	4	
8	5	
9	6	
10	6	2

Question 73.

From the choices below, select the statement that correctly describes the discussion technique of problem solving.

a. Method used with weak or poor performers who are insecure

b. Method which establishes a mutual interest between superior and subordinate, using mutually established objectives

c. Method which considers the feelings of subordinates. Normally this method produces constructive solutions.

d. Method used with weak or poor performers who are inexperienced. This method also considers the personal feelings of the subordinate.

Ans. b, Ref. II.I, TO-6/EO-3

Question 7.

Select from the statements below the correct definition of validity.

a. Validity is the degree to which a statement conforms to the rules of truth-functional logic.

b. Validity is the degree to which evaluations reflect the ability of a subordinate in relation to the abilities of his peers.

c. Validity is the degree to which evaluations are truly indicative of a subordinate's performance.

d. Validity is the degree to which evaluations are truly reflective of a subordinate's capabilities.

Ans. c, Ref. II.I, TO-2/EO-I

PART 11 SEGMENT I

T. O. Number	TEST ITEM
1 (EO-1)	Select the paragraph below which correctly describes the purpose of evaluation. a. Evaluations are utilized in the selection of individuals for special leaves, rigorous duty assignments, and promotions. Evaluations also serve as a quality control standard for training programs. b. Evaluations are utilized by senior officers to determine those individuals who should not be considered for promotions. They also serve as measures of success for groups of individuals in a stress situation. c. Evaluations are used by the personnel departments of the Armed Forces to distinguish those individuals who are aggressive but need further training. They also serve as a measure of successful mission accomplishment. d. Evaluations are utilized in the selection of personnel for promotion, duty assignments, and educational programs. correct answer: d
	REVISION_____ DATE:

PART 11 SEGMENT I

T. O. Number	TEST ITEM
1 (EO-2)	Select the statement below which describes the purpose of formal appraisals. a. Formal appraisals are used to reduce subordinate pressure upon senior officers. b. Formal appraisals are used to reduce favoritism, and are not substitutes for objective records which might be available. c. Formal appraisals are used to reduce favoritism and are substitutes for objective records which might be available. d. Formal appraisals are objective records which serve to reduce favoritism and snap personnel decisions. correct answer: b
	REVISION_____ DATE:

PART 11 SEGMENT I

T. O. Number	TEST ITEM
1 (EO-4)	Select the grouping of terms which correctly reflects the order of definitions below. 1. _____ is what a man does, his actual behavior or output. 2. _____ is what a man is able to do. 3. _____ are a man's future or potential abilities or performance. 4. _____ is what a man's past performance or evaluated performance has been. a. Achievement, ability, aptitudes, and performance. b. Ability, achievement, aptitudes, and performance. c. Performance, ability, aptitudes, and achievement. d. Performance, aptitudes, ability, and achievement. correct answer: c
	REVISION_____DATE:

PART 11 SEGMENT I

T. O. Number	TEST ITEM
2	Read the following examples of performance evaluations, and select the one which is truly indicative of the subordinate's performance. a. LT Howard evaluated EN Michigan's performance. LT Howard carefully recorded all of EN Michigan's exceptional abilities and his gross errors. From this he chose a rating. b. LT Simpson evaluated GM Willer. Since most of the other men in the gunnery unit performed well, and GM Willer did not seem to be much different, LT Simpson gave him the same rating as the others. c. LT Arnold evaluated CPO Elson. In his evaluation of CPO Elson, LT Arnold stressed Elson's aggressiveness, his rapid response to orders, and his attention to detail. In order to upgrade Elson's report, LT Arnold listed only a few of CPO Elson's errors. d. LT Bass evaluated RM Fichett. Normally, RM Fichett performed poorly. He had trouble copying messages, and usually his speed was below standard. He was exceptional at maintaining the equipment in the radio room, so when LT Bass evaluated RM Fichett, he stressed his exceptional ability as a radio repairman and ignored the greater quantity of his many other errors. correct answer: a
	REVISION_____ DATE:

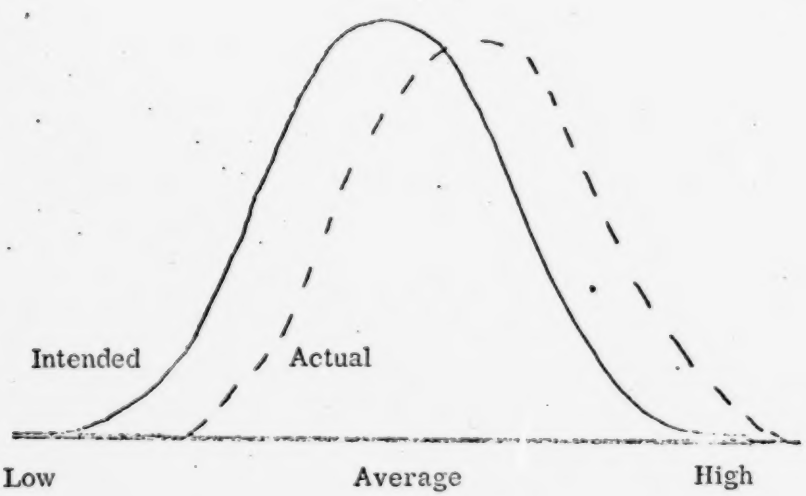
PART 11 SEGMENT I

T. O. Number	TEST ITEM
2 (EO-2)	Select the paragraph below which correctly describes the meaning of reliability. a. Reliability refers to the acceptability of evaluation results. In other words, reliable evaluation techniques will produce consistent results regardless of time or particular evaluator. b. Reliability refers to the consistency of evaluations. In other words, reliable evaluation techniques will consistently produce results regardless of time or the particular evaluator. c. Reliability refers to the valid consistency of evaluations. In other words, reliable evaluation techniques will invariably produce validly consistent results. d. Reliability refers to the consistency of the evaluations. In other words, reliable evaluation techniques will produce consistent results regardless of time or the particular evaluator. correct answer: d
	REVISION_____ DATE:

PART 11 SEGMENT I

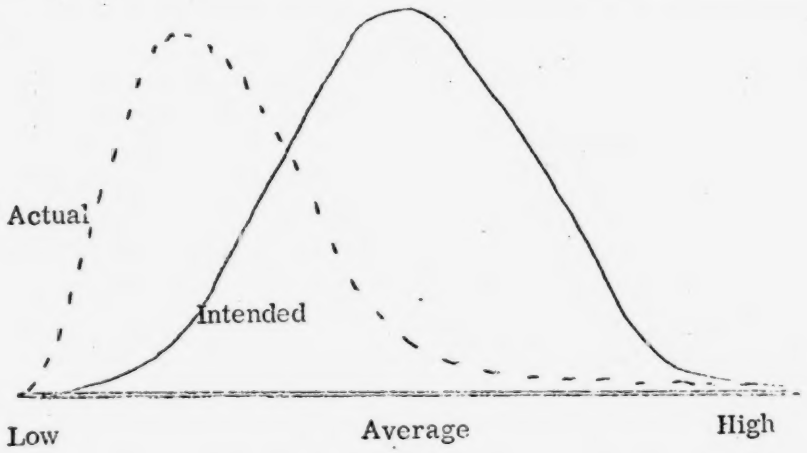
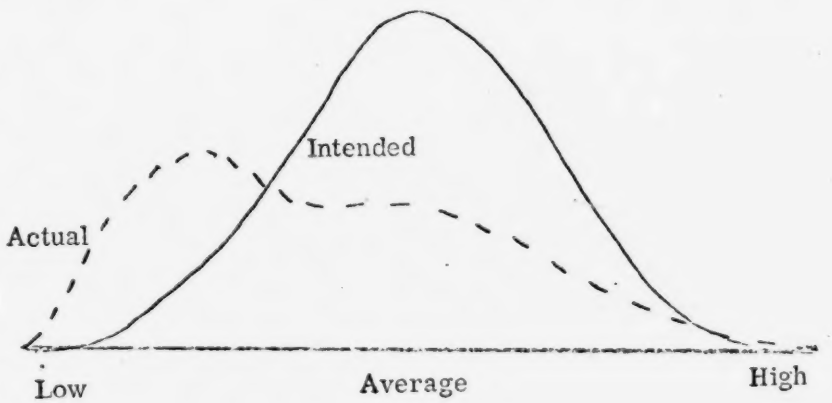
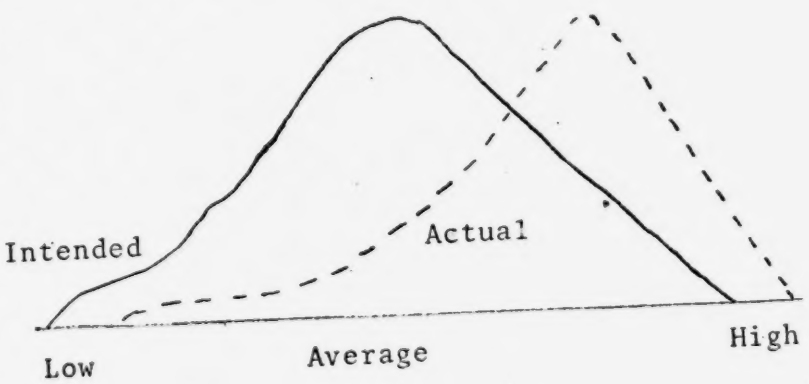
T. O. Number	TEST ITEM
2 (EO-4)	Considering the human errors affecting performance evaluations (halo effect, constant error and generosity) select the rating distribution curve below which shows the most likely effect of those errors.

a.



REVISION_____DATE:

PART 11 SEGMENT I

T. O. Number	TEST ITEM
2 (EO-4)	b.  c.  d.  correct answer: d
	REVISION_____ DATE:

PART 11 SEGMENT I

T. O. Number	TEST ITEM
3	Select the statement below which describes the advantages of performance evaluations. a. Performance evaluations help the superior in his relations with the personnel office in so far as personnel requirements are concerned. These evaluations serve to give the superior officer a written record of mistakes made by others. b. Performance evaluations force supervisors to analyze the performance of their men. They also help superiors prepare adequately for discussions on performance which should be held with each subordinate. c. Performance evaluations force the supervisors to be fair in judging their subordinate's abilities. They also prepare the superior for hearings resulting from unfavorable judgments they have rendered. d. Performance evaluations force the subordinate to perform in an acceptable manner since he knows his actions will be evaluated in detail. At the same time they serve to prepare him for subsequent assignments in the personnel field. correct answer: b
	REVISION_____ DATE:

PART 11 SEGMENT I

T. O. Number	TEST ITEM
3 (EO-1)	From the choices below, select the statement which describes how the valve of evaluations can be increased. a. Evaluations are more effective if the subordinate under review is not present during evaluation. b. Evaluations are particularly valuable when they are the result of careful review by several people who know the individual's work. c. Preparation of "rough" reports should be assigned to personnel who are only remotely involved with the subordinate under review in order to avoid the possibility of bias on the part of the evaluator. d. All of the above. correct answer: b
	REVISION_____ DATE:

PART 11 SEGMENT I

T. O. Number	TEST ITEM
4	From the list below, complete the following statements regarding the alternatives to present evaluation methods. 1. Presently, no adequate alternative to a systematic or uniform method at evaluation exists, if management wants to avoid charges of _____ or _____ action. 2. In the absence of the development of an optimum system or a better system evaluation, the present approaches are the _____ alternatives. a. discrimination, arbitrary - best b. impartial, evasive - most acceptable c. subjective, biased - worse d. objective, impartial - least acceptable correct answer: a
	REVISION_____ DATE:

PART 11 SEGMENT I

T. O. Number	TEST ITEM
5	From the choices below, complete the following statement. The purpose of discussing evaluation reports with subordinates is____. a. To warn some subordinates that they must do better, and to point out how and where they can attempt to improve. b. To build group solidarity by making each man in the group feel he is receiving personal attention from his supervisors. c. To improve group-level discipline by stressing punishments the subordinates should expect for poor performance. d. To give each supervisor an opportunity to meet each of the men under his command. correct answer: a
	REVISION_____ DATE:

PART 11 SEGMENT I

T. O. Number	TEST ITEM
6 (EO-1)	From the choices below, select the statement that describes the best procedure to follow when holding an evaluation discussion. a. Begin with the problem areas first, and work gradually toward the more specific problem areas. b. Avoid becoming too specific at first by preventing the subordinate from dominating the discussion. Assume the initiative and control the conversation. c. Begin with the strong points, and then move gradually toward the areas in which greater improvement is needed. Try to keep the subordinate's comments to a minimum to avoid time-consuming digressions. d. Begin with the strong points first, and work gradually toward the areas in which greater improvement is needed. Remain alert and attentive during the conversation. Try to give the subordinate ample opportunity to explain his performance. correct answer: d
	REVISION_____ DATE:

PART 11 SEGMENT I

T. O. Number	TEST ITEM
6 (EO-3)	From the choices below, select the statement that correctly describes the discussion technique of problem solving. a. Method used with weak or poor performers who are insecure. b. Method which establishes a mutual interest between superior and subordinate, using mutually established objectives. c. Method which considers the feelings of subordinates. Normally this method produces no constructive solutions. d. Method used with weak or poor performers who are inexperienced. This method also considers the personal feelings of the subordinate. correct answer: b
	REVISION_____ DATE:

Question 26.

Which correctly states a purpose of performance evaluation?

a. To select personnel for promotion

b. To reduce confusion among enlisted personnel regarding status and ratings

c. To reduce the number of personnel up for promotion

d. To inform personnel of the performance standards against which they will be judged throughout their naval careers

Answer: A CO Ref: I.A.2.

Question 10.

Which correctly describes formal appraisals?

a. They are normally subjective.

b. They are normally objective.

c. They aid in maintaining promotion by seniority.

d. They are a primary means of keeping subordinates informed of their day-to-day performance.

Answer: A CO Ref: I.A.3.b.

Question 27.

A senior, in making performance evaluations, allows a single good trait to influence all other marks favorably, or vice versa for a bad trait.

Which error is the senior making?

a. Constant error

b. Generosity error

c. Halo effect

d. Single trait effect

Answer: C CO Ref: I.B.2.a.1).

Question 15.

Which correctly states an advantage of performance evaluations?

a. They force superiors to analytically and carefully review the performance of their men.

b. They require individuals being evaluated to recognize their deficiencies and take action to correct them.

c. They establish standards of performance by which men can be evaluated.

d. They reduce administrative details involved in selection for promotion.

Answer: A CO Ref: I.C.1.

Question 16.

Which correctly states a disadvantage of performance evaluations?

a. In the absence of expected standards of performance, evaluations are open to the criticism that they are too objective.

b. Overly detailed evaluation forms may prove too formidable and may overemphasize small details.

c. Evaluations require too much paperwork, such as written comments on "extremely effective" or "inadequate" ratings.

d. The Commanding Officer has too great an influence on the advancement opportunity of the man being evaluated.

Answer: B. CO Ref: I.D.2.

Question 11.

A senior makes performance evaluations without reference to expected standards of performance.

To what criticism is he opening these evaluations?

a. They will not provide the basis upon which subordinates can be compared.

b. They are too objective.

c. They do not prepare adequately for needed discussion.

d. They will not produce the desired response from the individuals being evaluated.

Answer: A CO Ref: I.D.3.

Question 3.

Which correctly describes the evaluation method of informal judgment?

a. This method allows human frailties to enter the picture and does not present a consistent base for evaluation.

b. This method is a nonsystematic appraisal which relies heavily on seniority as a criterion for advancement.

c. This method does not require a discussion of evaluation between senior and subordinate.

d. This method is based upon the individual's abilities and performance as compared with that of his contemporaries.

Answer: A CO Ref: I.E.1.a.

Question 30.

Select the statement which describes the purpose of discussing evaluation reports with personnel.

a. To commend men on good performance

b. To warn subordinates in cases of poor performance

c. To allow seniors and subordinates to review marks which are lower than anticipated

d. All of the above

Answer: D CO Ref: I.F.1.

Question 4.

A senior, in a discussion of the evaluation report with a subordinate, uses the "tell and sell" technique.

Which correctly states a possible result of using this technique?

a. There will probably be no constructive solution.

b. The method may stifle upward communication.

c. A mutual interest between senior and subordinate will be established.

d. The subordinate may lose confidence in the senior and feel that he is being manipulated.

Answer: B CO Ref: I.F.4.a.

Question 9.

A senior is using the problem-solving technique of discussion of evaluation reports with subordinates.

What is the most likely consequence the senior may expect?

a. More beneficial results to the insecure and inexperienced subordinate

b. Development of good listening habits

c. Development of a mutual interest in performance between senior and subordinate

d. Reduction in number of subordinate's errors

Answer: C C.O. Ref: I.F.4.c.2).

United States Naval Academy

INTRODUCTION TO PSYCHOLOGY AND LEADERSHIP

PART ELEVEN

PERSONNEL EVALUATION

Segment II

Enlisted Performance Evaluation

Progress Check

WESTINGHOUSE LEARNING CORPORATION

Annapolis, Maryland

1971

ENLISTED PERFORMANCE EVALUATION

PROGRESS CHECK

Question 1.

Select the paragraph which best describes the purposes of enlisted performance evaluation.

a. Enlisted performance evaluations determine the eligibility of the individual involved to request special consideration regarding rank privileges and assignments. They also serve to positively influence the advancement of mediocre individuals.

b. Enlisted performance evaluations provide the necessary impetus for outstanding individuals to perform better than usual. They also assist various boards in selection of personnel for reassignment.

c. Enlisted performance evaluations determine eligibility for reenlistment and honorable discharge. They permit commanders to positively influence the advancement opportunities of outstanding individuals.

d. Enlisted performance evaluations help the Navy Personnel Office to distinguish individuals of low caliber from all other personnel. The evaluations are also an incentive for commanders to insist that their men perform well.

Question 2.

Select the statement which describes a major use of enlisted evaluation reports.

a. A major use of enlisted evaluation reports is to provide the necessary incentive to individuals whose performance is substandard.

b. A major use of enlisted evaluation reports is to provide a permanent chronological appraisal of personnel performance.

c. A major use of enlisted evaluation reports is to encourage professional performance of duties.

d. A major use of enlisted evaluation reports is to determine the eligibility of personnel for retirement or special assignment.

Question 3.

Select the statement that correctly describes the basis upon which enlisted personnel are evaluated for their performance.

a. Professional performance, military appearance, and adaptability

b. Military appearance, leadership, and supervisory ability

c. Military behavior, ability, military appearance, and adaptability

d. Military behavior, leadership and supervisory ability, adaptability, professional performance, and military appearance

Question 4.

Which statements are true of special reports?

1. They are submitted annually or semi-anually.
2. They are submitted at some time other than prescribed reporting dates.
3. They are used to update information on file.
4. They are submitted only on senior petty officers.

a. 1 and 2

b. 2 and 3

c. 1 and 4

d. 3 and 4

Question 5.

Select the statement which describes the basic difference between regular and special reports.

a. Regular reports are submitted annually or semi-annually according to pay grade. Special reports are submitted at a time other than the regular report date.

b. Regular reports are submitted quarterly whereas special reports are submitted for unusual occurrences, such as a reduction in pay grade.

c. Regular reports are submitted whenever the parent unit has decided. Special reports are required reports sent annually to the Navy Personnel Office.

d. Regular reports are submitted annually whereas special reports are submitted upon request of the subordinate in question.

Question 6.

From the following identify those items which are appropriate in the preparation of evaluation reports.

1. Each evaluation should be based on the individual's performance as compared to his tests and intelligence ratings. A definite effort should be made to relate performance to an individual's intelligence rating.

2. Any area where the man's performance is judged "extremely effective" or "inadequate" must be justified by a written comment.

3. The initial rough evaluation should be made by the appropriate petty officer and reviewed by the division officer and department head.

4. Under the direct supervision of the Commanding Officer, the junior officer is responsible for the final evaluation of enlisted personnel.

a. 1, 2, and 3

b. 1, 3, and 4

c. 2 and 3

d. 1 and 4

Question 7.

Identify those items which are appropriate in the preparation of evaluation reports.

a. The "rough" evaluation should be done by at least three individuals familiar with the individual's performance; each evaluation should be objective; the final copy should be examined by the subordinate in question.

b. The "rough" evaluation should be drafted by the department head, reviewed by the appropriate supervisor, and passed on to the division officer for approval.

c. The "rough" evaluation should be made by the appropriate PO and reviewed by the division officer or department head; each evaluation should be objective; any area judged to be inadequate must be justified.

d. a and c

Question 8.

Select the statement which describes the factors of comparison which are utilized to evaluate personnel abilities and performance.

a. Each evaluation should be based objectively upon the individual's abilities and performance as compared to established standards and the performance of the individual's contemporaries.

b. Each evaluation should be based objectively upon the individual's training and prior experience as compared to his performance regarding established standards and past results of men of the subordinate's same rank.

c. Each evaluation should be based subjectively upon the individual's ability and attitude as compared to the actual recorded performance of the individual.

d. Each evaluation should be based objectively upon the individual's intelligence, training, and performance as compared to his superiors' performance of the established standards.

Question 9.

Select the statement that describes the appropriate action to be taken when an individual's performance has been judged "extremely effective" or "inadequate."

a. Provide appropriate rewards or punishments.

b. Justification must be provided by written explanation.

c. A detailed case history must be prepared explaining all relating circumstances.

d. a and c

PROGRESS CHECK ANSWER AND REMEDIATION FORM

PART Eleven SEGMENT II

REMEDIATION TEXT Syndactic Text, VOL-XI

ITEM	ANSWER	REMEDIATION REFERENCE
1	c	Summary 1 Page 1
2	b	Summary 1 Page 1
3	d	Summary 1 Page 2
4	b	Summary 2 Page 17
5	a	Summary 2 Page 17
6	c	Summary 2 Pages 17-18
7	c	Summary 2 Page 18
8	a	Summary 2 Page 17
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PROGRESS CHECK ITEM AND OBJECTIVE MATRIX

MARCH 1971

Part Eleven Segment II

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PART 11 SEGMENT II

T. O. Number	TEST ITEM
1	From the choices below, select the statement that correctly describes the purposes of enlisted performance evaluation. a. Enlisted performance evaluations determine eligibility for re-enlistment, honorable discharge, or award of the Silver Star. b. Enlisted performance evaluations permit specially talented or superior individuals to receive extra attention which they need to maintain their enthusiasm and drive. c. Enlisted performance evaluations enable management to determine the informal leaders in the group, and provides a cooperative forum for management and the informal group leader to become more familiar with their mutual problems. d. Enlisted performance evaluations assist various boards in their selection of personnel for advancement, appointment to commissioned status, and assignment to special duties and educational programs. correct answer: d
	REVISION_____ DATE:

PART 11 SEGMENT II

T. O. Number	TEST ITEM
2	Select the paragraph which correctly describes the basis upon which enlisted men are evaluated for their performance. a. The report of enlisted performance evaluation is based on five major areas. These areas are military behavior, adaptability, acceptability, supervisory ability, and responsiveness. b. The report of enlisted performance evaluation is based on four major areas. These areas are military appearance, professional performance, adaptability, and military behavior. c. The report of enlisted performance evaluation is based on three major areas. These areas are adaptability, ability, and intelligence. d. The report of enlisted performance evaluation is based on five major areas. These areas are military behavior, military appearance, leadership and supervisory ability, adaptability, and professional performance. correct answer: d
	REVISION_____ DATE:

PART 11 SEGMENT II

T. O. Number	TEST ITEM
3	Select the situation below which requires the completion of a special report. 1. EM1 Woods had recently completed a mission which consumed three weeks time for five men. 2. After serving 18 months in Da Nang, CPO Leitner was transferred to San Diego. 3. PO2 Fleming had received a summary court-martial and was reduced two ranks. 4. RM1 Hovey had recently completed the sixth month of his three-year tour. a. 1 and 2 b. 2 and 3 c. 2 and 4 d. 1 and 3 correct answer: b

REVISION_____DATE:

PART 11 SEGMENT II

T. O. Number	TEST ITEM
3	LT Proundhon commanded a Marine company in Vietnam. After 13 months, Lance Corporal Carney was to be rotated back to the continental United States. LT Proundhon had to complete an evaluation report on LCPL Carney. From the choices below select the type of report which LT Proundhon should make in this case. a. Reassignment evaluation b. Regular report c. Special report d. Formal report correct answer: c
	REVISION_____ DATE:

PART 11 SEGMENT II

T. O. Number	TEST ITEM
3	Select the situation below which requires the completion of a regular report. a. RM1 Howard received a summary court-martial and was reduced two grades. b. GM2 Smith had recently completed six months of his two-year tour. c. After six months at Norfolk Naval Air Station, CPO Willies was transferred to Pensacola, Fla. d. EM1 Robins is recommended for a promotion because of his outstanding performance as a maintenance troubleshooter. correct answer: b

REVISION_____DATE:

PART 11 SEGMENT II

T. O. Number	TEST ITEM
3 (EO-1)	From the choices below, select those which are types of evaluation reports. 1. Regular reports 2. Rotation reports 3. Memoranda reports 4. Special reports a. 1 and 3 b. 2 and 4 c. 3 and 4 d. 1 and 4 correct answer: d
	REVISION_____ DATE:

PART 11 SEGMENT II

T. O. Number	TEST ITEM
4	CPO Chaney had served in the Navy for 23 years. His last assignment was the USS Fletcher. Six months before he was due to retire, CPO Chaney told his supervisor, LT Fronefield, that he planned to re-enlist. From the choices below, select the method by which LT Fronefield should record his recommendation. a. In CPO Chaney's regular report b. As numerical rating to be incorporated into Chaney's regular report c. As numerical rating in a special report d. As memorandum entry in CPO Chaney's service record correct answer: d
	REVISION_____ DATE:

PART 11 SEGMENT II

T. O. Number	TEST ITEM
4	From the list of steps below, identify those steps which are appropriate in the preparation of evaluation reports. 1. Each evaluation should be based on the individual's performance as compared to his tests and intelligence ratings. A definite effort should be made to relate performance to an individual's intelligence rating. 2. Any area where the man's performance is judged "extremely effective" or "inadequate" must be justified by a written comment. 3. The initial rough evaluation should be made by the appropriate petty officer and reviewed by the division officer and department head. 4. Under the direct supervision of the commanding officer, the junior officer is responsible for the final evaluation of enlisted personnel. a. 1, 3, and 4 b. 2, 3, and 4 c. 2 and 3 d. 2 and 4 correct answer: c
	REVISION_____ DATE:

PART 11 SEGMENT II

T. O. Number	TEST ITEM
4 (EO-1)	From the choices below, select the correct sequence of individuals responsible for evaluation of enlisted personnel from the "rough" to the final stage. a. Division officer; petty officer; department head; commanding officer b. Petty officer; division officer; department head; commanding officer c. Commanding officer; petty officer; department head; division officer d. Department head; petty officer; division officer; commanding officer correct answer: b
	REVISION_____ DATE:

PART 11 SEGMENT II

T. O. Number	TEST ITEM
4 (EO-1)	From the lists below, correctly arrange the various personnel responsible for evaluation of enlisted personnel from the rough stages to the final stages. 1. Petty officers 2. Department heads 3. Division officers 4. Commanding officers a. 4, 3, 2, and 1 b. 4, 1, 3, and 2 c. 3, 4, 2, and 1 d. 1, 3, 2 and 4 correct answer: d
	REVISION_____ DATE:

PART 11 SEGMENT II

T. O. Number	TEST ITEM
4 (EO-3)	From the choices below, select the statement that describes the appropriate action to be taken when an individual's performance has been judged "extremely effective" or "inadequate." a. Proper measures should be taken to provide appropriate rewards or punishments. b. Justification must be provided by written explanation. c. A detailed case history must be prepared explaining all relating circumstances. d. a and b correct answer: b
	REVISION_____ DATE:

Question 8.

Select the statement which describes the purpose of enlisted performance evaluations.

a. To determine eligibility for reenlistment, honorable discharge or award of the Good Conduct Medal

b. To permit commanding officers to positively influence the advancement opportunity of outstanding individuals

c. To assist various boards in their selection of personnel for such things as, advancement, appointment to commissioned status, and assignment to special duties and educational programs

d. All of the above

Answer: D CO Ref: II.B.1.2.3.

Question 24.

Which of the following BEST states a purpose for enlisted performance evaluations?

a. To evaluate the relative merits of men of the same experience

b. To assist various boards in their selection of personnel for advancement, appointment to commissioned status, and assignment to special duties and educational programs

c. To provide an opinion of the man's all-around ability and value

d. To permit Commanding Officers to pick out negative influences among their men and to take corrective action against persons responsible

Answer: B CO Ref: II.B.3.

Question 7.

Select the statement which describes the nature of personnel evaluations.

a. Evaluation of personnel becomes necessary only when performance is judged "extremely effective" or "inadequate."

b. Performance evaluations fall into two categories: essential and supplementary.

c. Evaluation of personnel is a continuous process based on day-to-day performance.

d. All of the above

Answer: C CO Ref: II.C.1.

Question 25.

A junior officer is evaluating his enlisted personnel.

Which of the following is a correct list of the factors to be considered in his evaluation of his personnel as indicated on the enlisted performance evaluation form.

a. Professional performance, charisma, personality, and military conduct

b. Military appearance and behavior, personal integrity, adaptability, and leadership skills

c. Military appearance and behavior, professional performance, leadership and supervisory ability, charisma, military appearance and conduct, and work quality

d. None of the above

Answer: D CO Ref: II.C.1.a.

Question 2.

Select the statement which correctly describes the process of evaluation of personnel.

a. Evaluation of personnel is a continuous process based on day-to-day performance.

b. The concept of evaluation must be narrowly defined to remain within the five major areas prescribed by NAVPERS publication 10848-D.

c. Individuals within a pay grade are evaluated against the performance of others in the same pay grade.

d. Both a and c above

Answer:D CO Ref: II.C.1. & 2.

Question 28.

Select the statement which correctly describes the preparation of enlisted evaluation reports.

a. Evaluations for all subordinates below pay grade E-4 are the responsibility of the leading petty officer.

b. The initial "rough" evaluation should be made by the man's division officer and reviewed by the department head.

c. The preparation of evaluation reports must remain solely the function of department heads and the Commanding Officer.

d. The initial "rough" evaluation should be made by the man's petty officer and reviewed by the division officer and department head.

Answer: D CO Ref: II.D.3.

CUMULATIVE POST-TEST

TWELVE

Question 1.

Which of the following states the basis upon which evaluation reports should be made?

a. Evaluations should be based objectively upon the individual's abilities and performance as compared to established standards and the performance of the man's contemporaries.

b. Evaluations should be made on an individual basis in an attempt to exclude unfair comparisons with contemporaries possessing different training and experience.

c. Evaluations should be based on discreet standards selected according to absolute criteria established by NAVPERS Form 792.

d. Evaluations should be based upon documental data supportable by specific instances drawn from an individual's service record.

Answer: A CO Ref: II.D.4.

United States Naval Academy

INTRODUCTION TO PSYCHOLOGY AND LEADERSHIP

PART ELEVEN

PERSONNEL EVALUATION

Segment III

Officer Evaluation

Progress Check

WESTINGHOUSE LEARNING CORPORATION

Annapolis, Maryland

1971

OFFICER EVALUATION

PROGRESS CHECK

Question 1.

Administrative procedures concerning the evaluation of officer personnel have been developed to implement the federal law.

Who is responsible for decisions on officer promotions, discharges and retirements?

a. Chief of Naval Personnel

b. Secretary of the Navy

c. Secretary of Defense

d. Chief of Naval Operations

Question 2.

Select the statement which correctly describes why administrative procedures were developed for officer evaluation.

a. Administrative procedures were developed for officer evaluation because these evaluations must conform closely to standards established by the Uniform Code of Military Justice.

b. Administrative procedures were developed for officer evaluation so that all officers can be evaluated subjectively.

c. Administrative procedures were developed for officer evaluation because officers and enlisted men must be judged on the same standards.

d. Administrative procedures governing evaluation of officer personnel have been developed to implement the federal law.

Question 3.

Select the statement which defines the general purpose and importance of fitness reports.

a. Fitness reports provide the data from which senior officers choose subordinate officers for assignments. The reports are necessary for evaluating the absolute merits of equally experienced officers.

b. Fitness reports provide data for officer selection boards but little guidance for detail officers. The reports are necessary for evaluating the absolute merits of officers of different experience.

c. Fitness reports provide a record of an officer's performance of duty for selection boards and also guidance for detail officers. The reports are necessary for a selection board to evaluate the relative merits of officers of the same rank being considered for promotion.

d. Fitness reports provide guidance for BuPers in assigning officer personnel. The reports are necessary if justifiable evaluations of equally or similarly experienced officers are to be made.

Question 4.

Select the statement which identifies the probable consequences of failure to provide realistic, objective officer evaluations.

a. The failure to provide realistic, objective officer evaluations is an offense punishable by the Uniform Code of Military Justice.

b. The failure to provide realistic, objective officer evaluations leads to a general decline in morale throughout the enlisted ranks.

c. The failure to provide realistic, objective officer evaluations is an injustice to the careers and opportunities of able and competent officers.

d. The failure to provide realistic, objective officer evaluations might endanger mission accomplishment by precipitating serious morale problems within the officer corps.

Question 5.

ENS Mele has exhibited conduct which is a credit to the United States Navy and himself. By actively pursuing his assignments, ENS Mele was an excellent example to his men. His direct application of various engineering principles was recognized by many more experienced senior officers. His ability to cope with emergency situations reflected maturity beyond his chronological age.

Select the statement which describes the leadership evaluation factors identified by Stogdill utilized in the above example.

a. The evaluation factors utilized are military appearance, capacity, and achievement.

b. The evaluation factors utilized are responsibility, dependability, and self-confidence.

c. The evaluation factors utilized are capacity, responsibility, and achievement.

d. The evaluation factors utilized are discipline, esprit de corps, and responsibility.

Question 6.

LTJG Reynolds was about to complete his tour aboard the USS Preston. The Commanding Officer, CDR Sully, reminded LCDR Koehler, the Executive Officer, that LTJG Reynolds' fitness report had to be completed. LCDR Koehler then passed this information on to LTJG Reynolds.

Select the statement which identifies the officer, in the above example, who is responsible for the fitness report.

a. CDR Sully is ultimately responsible since he is the unit Commanding Officer.

b. As Reynolds' senior, LCDR Koehler alone is responsible for the fitness report.

c. Both CDR Sully and LTJG Reynolds are responsible for the fitness report.

d. LTJG Reynolds is responsible for ensuring that his fitness report is completed before changing his duty station.

Question 7.

Select the statement which best explains the meaning of fitness reports to the junior officer.

a. Fitness reports are important to the junior officer because they provide him with assurances of promotion.

b. Fitness reports are important to the junior officer because he may review them and learn many lessons about himself.

c. Fitness reports are important to the junior officer because he may review them and learn the evaluation criteria his seniors use to criticize him.

d. Fitness reports are important to the junior officer because they distinctly separate his performance from others of his rank.

Question 8.

Select the statement which correctly describes the Navy's policy regarding selection and promotion.

a. The Navy's policy regarding selection and promotion is based on "selection by seniority" and "promotion by seniority."

b. The Navy's policy regarding selection and promotion is to first select an officer based on his seniority and test results, and then promote him if his qualifications surpass others in his grade.

c. The Navy's policy regarding selection and promotion is to convene a selection board, once a year for each grade, and charge it with the selection of a specified number of officers for promotion from a list of furnished names. This is "promotion by selection."

d. The Navy's policy regarding selection and promotion is to annually submit a list of senior officers in a particular grade to the Secretary of the Navy for promotion. This is "promotion by seniority."

Question 9.

Select the statements which can be used as guides for the reporting officer.

1. Fitness reports are decisive in an officer's career.
2. Fitness reports are personal, not impersonal. They should reflect the superior's subjective judgment.
3. Fitness reports do not influence the efficiency of the Navy, but do affect the individual significantly.
4. The evaluating officer should be aware of current standards of marking that prevail in the service.

a. 1 and 3

b. 2 and 4

c. 2 and 3

d. 1 and 4

PROGRESS CHECK ANSWER AND REMEDIATION FORM

PART Eleven SEGMENT III

REMEDIATION TEXT Syndactic Text, Vol-XI

ITEM	ANSWER	REMEDIATION REFERENCE
1	b	Summary 1 Page 1
2	d	Summary 1 Page 1
3	c	Summary 1 Page 1
4	c	Summary 1 Page 2
5	c	Summary 2 Page 25
6	c	Summary 3 Page 47
7	b	Summary 3 Page 49
8	c	Summary 5 Page 87
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PROGRESS CHECK ITEM AND OBJECTIVE MATRIX

MARCH 1971

Part Eleven Segment III

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9	4	1
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PART 11 SEGMENT III

T. O. Number	TEST ITEM
1 (EO-1)	From the choices below, select the correct title of the person responsible for decisions on officer promotions, discharges, and retirements. a. Secretary of Defense b. Secretary of Navy c. Chief of Naval Operations d. Chief of Navy Personnel correct answer: b
	REVISION_____ DATE:

PART 11 SEGMENT III

T. O. Number	TEST ITEM
2 (EO-1)	Select the statement below which describes the specific purposes of fitness reports. a. Fitness reports show duties performed, qualities of leadership, a record of current qualifications, opinion of the officer's versatility and value, and professional qualifications. b. Fitness reports show the evaluator's opinion of the individual's mental health, his ability to withstand routine affairs, and his professional qualifications for leadership. c. Fitness reports show commendatory action taken on the individual's behalf, his subordinate's opinions of his leadership ability, and the individual's attitude as related to mission accomplishment. d. Fitness reports show duties performed; indicate conflicts arising from these duties, and provide a professional psychologist's opinion of the officer's capabilities. correct answer: a
	REVISION_____DATE:

PART 11 SEGMENT III

T. O. Number	TEST ITEM
3 (EO-2)	Select the statement below which correctly describes capacity as an evaluation factor. a. Capacity, as related to evaluation, refers to the officer's alertness, verbal facility, originality, or judgment. b. Capacity, as related to evaluation, refers to an officer's ability to persist despite adversity. c. Capacity, as related to evaluation, refers to an officer's capability of leading a group of subordinates to the accomplishment of a mission. d. Capacity, as related to evaluation, refers to an officer's ability to maintain control of a situation and eventually master the task. correct answer: a
	REVISION_____ DATE:

PART 11 SEGMENT III

T. O. Number	TEST ITEM
3 (EO-3)	Select the statement below which describes achievement as an evaluation factor. a. Achievement, as an evaluation factor, refers to an officer's potential mission accomplishment capability based on his status. b. Achievement, as an evaluation factor, is synonomous with capacity. c. Achievement, as an evaluation factor, refers to an individual's special skills and past accomplishments in such things as educational achievement. d. Achievement, as an evaluation factor, refers to an individual's past accomplishments in such things as discipline maintenance, morale stability, and mission accomplishment. correct answer: c
	REVISION_____ DATE:

PART 11 SEGMENT III

T. O. Number	TEST ITEM
3 (EO-4)	From the list below, select the terms which describe the traits often used to measure responsibility. 1. Dependability 2. Discipline 3. Persistence 4. Self-confidence 5. Appearance 6. Attitude a. 1, 2, and 4 b. 2, 3, and 6 c. 2, 4, and 5 d. 1, 3, and 4 correct answer: d
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PART 11 SEGMENT III

T. O. Number	TEST ITEM
3 (EO-5)	From the list below, select the terms which describe the traits used to measure participation. 1. Determination 2. Sociability 3. Adaptability 4. Sensibility a. 1 and 2 b. 3 and 4 c. 2 and 3 d. 1 and 4 correct answer: c
	REVISION_____ DATE:

PART SEGMENT III

T. O. Number	TEST ITEM
3 (EO-6)	Select the statement below which correctly describes status as an evaluation factor. a. Status refers to the position an individual occupies within the informal organization. b. Status refers to the rank of the individual concerned, not how he is accepted within the organization. c. Status refers to the degree of participation of the individual in social interaction. d. Status refers to the individual's availability for special assignment. This is measured by such things as marital status, experience, and education. correct answer: c
	REVISION_____ DATE:

PART II SEGMENT III

T. O. Number	TEST ITEM
3 (EO-7)	Select the statement below which best describes how the situation corresponds to an evaluation factor. a. The situation an officer is confronted by is the most significant evaluation factor, since different situations demand different leadership qualities. b. The situation an officer is confronted by is a significant evaluation factor beacuse it promotes an awareness of the follower's mental level, status, skills, needs, and interests. c. The situation an officer is confronted by is of less significance than other evaluation factors because it provides a subjective criteria of relativity. d. None of the above. correct answer: b
	REVISION_____ DATE:

PART 11 SEGMENT III

T. O. Number	TEST ITEM
4 (EO-1)	Select the statements below which can be used as guides for the reporting officer. 1. Fitness reports are decisive in an officer's career. 2. Fitness reports are personal, not impersonal. They should reflect the commander's subjective judgment. 3. Fitness reports do not influence the efficiency of the Navy, but do affect the individual significantly. 4. The commander should be aware of current standards of marking that prevail in the service. a. 1 and 3 b. 2 and 4 c. 2 and 3 d. 1 and 4 correct answer: d
	REVISION_____ DATE:

PART 11 SEGMENT III

T. O. Number	TEST ITEM
5 (EO-1)	Select the statement below which correctly describes the schedules for the preparation of fitness reports. a. Fitness reports are submitted annually and/or upon completion of a temporary duty assignment. b. Fitness reports are submitted upon completion of a normal tour of duty or in cases of disciplinany action. c. Fitness reports are submitted annually for lieutenants and above and semi-annually for LTJG and below. d. All of the above. correct answer: d
	REVISION_____ DATE:

PART 11 SEGMENT III

T. O. Number	TEST ITEM
5 (EO-2)	Select the statement below which best explains the meaning of fitness reports to the junior officer. a. Fitness reports are important to the junior officer because they provide him with assurances of promotion. b. Fitness reports are important to the junior officer because he may review them and learn many lessons about himself. c. Fitness reports are important to the junior officer because he may review them and learn the evaluation criteria his seniors use to criticize him. d. Fitness reports are important to the junior officer because they distinctly separate his performance from others of his rank. correct answer: b
	REVISION_____ DATE:

PART 11 SEGMENT III

T. O. Number	TEST ITEM
6	Select the statement below which correctly describes the Navy's policy regarding selection and promotion. a. Selection depends on seniority; promotion depends on selection. b. Promotion is based on selection. c. Promotion is based on seniority selection. d. a and b correct answer: b
	REVISION_____ DATE:

PART 11 SEGMENT III

T. O. Number	TEST ITEM
7	Select the statement below which describes the distinction between the USN and USMC fitness reports. a. The USMC fitness reports are designed to include the evaluation of aviators, whereas USN fitness reports necessitate the attachments of a memorandum to point out an aviation officer. b. The USN fitness reports are designed to include the evaluation of aviators, whereas USMC fitness reports require the attachment of memoranda to point out aviation officers. c. The formats are different and some areas evaluated are unique to the particular service. d. The formats are identical, but some reports have additional inclusion sheets to provide for unique areas of evaluation. correct answer: c
	REVISION_____DATE:

Question 13.

Who is responsible for decisions covering promotions, discharges, and retirements?

a. The Detail Officer, Bureau of Naval Personnel

b. The Commanding Officer of each ship

c. The Chief of Naval Personnel

d. The Secretary of the Navy

Answer: D. CO Ref: III.A.1.

Question 12.

What is the basis of the control of the administration of officer personnel?

a. The administrative procedures that have become codified in the Office of BUPERS.

b. The federal statue enacted as the Officer Personnel Act of 1947.

c. The administrative procedures developed in the Fleet based on custom, tradition and usage.

d. There is no single document that establishes the basic control for the administration of officer personnel.

Answer: B CO Ref: III.A.2.

Question 6.

A department head is making the rough fitness reports on his officers for the Commanding Officer. He keeps in mind that he should evaluate each officer as:

a. A member of a group of comparable status

b. An individual and a group member

c. An individual with his own specific traits

d. A fellow officer

Answer: B CO Ref: III.B.4.

Question 5.

A Commanding Officer has called in one of his junior officers to go over his fitness report. The junior officer questions the purpose of such reports. The Commanding Officer explains that a major specific purpose for the fitness reports is to:

a. Provide an evaluation of an officer's all-around ability and value to the service.

b. Provide an evaluation of an individual's military appearance

c. Provide a measure of the evaluating officer's judgment

d. Provide positive influence on the promotion opportunity of outstanding individuals

Answer: A CO Ref: III.B.2.e.

Question 18.

Where intelligence testing is used to a limited degree, intelligence is often inferred through a subjective evaluation of:

a. Verbal facility

b. Dependability and persistence

c. Special skills and originality

d. Cooperation and self-confidence

Answer: A CO Ref: III.C.1.a.2).

Question 19.

An officer and his men are involved in a specific situation. With reference to evaluating the group in a specific situation, the officer should consider such factors as:

a. Sociability and aggressiveness

b. Mental level, status, skills, needs, and interests

c. Originality, initiative, and dependability

d. Morale and esprit de corps

Answer: B CO Ref: III.C.1.F.1).

Question 14.

A junior officer has received an unsatisfactory fitness report by his Commanding Officer. As required by current regulations the report was shown to him prior to final submission.

What must the junior officer do at this point?

a. He must submit a rebuttal in writing to the Commanding Officer and as an enclosure to the report

b. He has a right to disagree and he should try to convince his Commanding Officer to submit a more favorable report.

c. He has a right to respond in writing indicating his agreement or disagreement with the report.

d. Both b and c

Answer: C CO Ref: III.D.3.b.

Question 29.

A junior officer has been shown his last fitness report. He was not satisfied with some of the comments he found there.

Select the statement which describes what course(s) of action are open to him.

a. He can file a formal complaint with his Commanding Officer and request a hearing on the matter.

b. He can write an official statement explaining his view about any remarks he disagrees with and request that the report be amended to include this statement.

c. He can write directly to the president of the selection board rebutting the fitness report.

d. All of the above

Answer: B CO Ref: III.D.3.b.

Question 20.

A junior officer knows he is being measured through his fitness reports. He should look upon these reports as:

a. An important appraisal which will affect his career.

b. An evaluation of merits and demerits from which he can learn many lessons about himself

c. A periodic evaluation intended for the use of his detailer in BuPers

d. All of the above

Answer: D CO Ref: III.D.4.

Question 22.

Which of the following describes a benefit which junior officers can derive from fitness reports?

a. The junior officer is viewed objectively by seniors.

b. They allow the junior officer to see himself as others see him.

c. They provide an opportunity for the junior officer to defend himself against criticism.

d. They provide an opportunity for junior officers to exchange views on each other.

Answer: B CO Ref: III.D.4.c.

Question 21.

Which of the following describes the major principle of naval officer promotion?

a. Authorization for promotion is based on the final multiple of scores within an individual's rank and pay grade.

b. Promotion is determined by successful completion of the Navy-wide examination.

c. Promotion goes to the individual with most seniority if his work is satisfactory.

d. Promotion is determined by selection rather than seniority.

Answer: D CO Ref: III.F.1.

Question 23.

A junior officer is in the zone for promotion. He should be aware of the basis upon which the selection board's decision will be made.

Select the statement which describes the rationale that is used in deciding who will be promoted.

a. The major principle of naval officer promotion is "promotion by selection," as distinguished from "promotion by seniority."

b. The major factor involved in awarding promotions is the availability of personnel.

c. The major factor involved in selection or promotion is the needs of the service.

d. The major principle of naval officer promotion is "slot availability" as opposed to "personnel requirements."

Answer: A CO Ref: III.F.1.